



## **Probationary Employee Training Program**

# **Probationary Employee Instructions**

Congratulations on completing recruit school and welcome to your probationary packet. Your probationary packet is designed to introduce you to station activities while continuing to develop your firefighting and patient attendant skills. The probationary packet will guide you from basic information to more complex skills assessment at the end of your probationary packet.

Your station Captain or shift officer will be the primary contact and source of information while completing your probation. Your shift officer will provide direction and structure, and all questions concerning your probationary packet should be funneled through them. While your shift officer has the primary responsibility of ensuring that you have adequate time and resources to complete your probationary packet, he/she may not be your primary instructor or preceptor. Your shift officer will provide the most appropriate resources based upon the specific task that you have to complete. You should review your probationary packet with him/her so that you can agree on the best learning method for you.

You will be provided with a timeline to complete your assignments. While the deadlines are listed, keep in mind that the assignments will have to be reviewed by your shift officer prior to presenting the finished product to your Battalion Chief. It is to your benefit to complete your coursework in a timely manner so that unforeseen complications will not hinder its completion and corrections can be made before forwarding your work to your Battalion Chief. \*\*A note about the written portion of the packet - Probationary employee's must cite their sources after each question. The format should be: Question, Answer, Citation. If you obtain the information from your station officer or another employee, you can write that person as your source.

Your completed packet must be forwarded to the Battalion Chief and should have a cover sheet, counseling report, practical sign-off, and written component. (in that order) All forms must be filled out and signed by you and your station officer for each module then attached to your packet for review.

You are encouraged to make the most out of your probationary packet and the learning opportunity that it presents. You are also reminded that at the end of your probationary period you and your shift captain will return to the training academy for probationary testing. To complete your probation and obtain full employment status you must take and successfully pass your written/practical skills test, become a EMS unit driver, and the IPE fitness test. Directions for each module are provided below. You should keep copies of all your coursework and correspondences with your supervisors.

### **General Knowledge Module (1)**

The General Knowledge module is a two (2) week module that will consist of basic station activities designed to prepare the employee for station life as well as fire and EMS skills required for your probation year. This module will consist of 4 working shifts being considered as [non-staffing] regardless of dates. However, completion of skills and written assignments are expected to be completed as outlined on the timeline section by the probationary timeline. The station officer should also insure that the employees' passwords allow them access to all required MCFRS networks and they have all PCAP entries completed for a successful probation. The employee will **not** be considered as minimum staffing during their first 4 shifts. The station officer will be required to complete a counseling report at the end of the module. The probationary employee will be assigned to the ambulance or the engine during this module. The following module and apparatus assignment will be based upon the probationary employees "general knowledge" module apparatus assignment. For example, if the probationary employee is assigned to the engine during their "general Knowledge" module then they will proceed to the "FIRE" module and visa versa if they are going to the "EMS" module first. The probationary employee will then complete their first and second period written and skills assignments in that discipline.

### **Fire and EMS Modules (2 and 3)**

The Fire and EMS modules will consist of two (2) three week periods respectively. The Fire and EMS Modules will contain information, skills and written assignments specific to that particular module. The selection of which module is started first is dependant on station officer preference and resource needs in the battalion. The mandatory component is that the periods must stay together and not mixed (i.e. Period 1 Fire then period 2 EMS) the station officer is reminded that a counseling report must be completed at the end of each period as directed on the timeline page\_\_

### **Additional Knowledge and Review (4)**

The additional knowledge and review module is a three (3) week module and the last module that the probationary employee will complete. This module will conclude with the apparatus assignment opposite the apparatus assignment of the General Knowledge Module (i.e. Finish with EMS in module 4, they stay on EMS unit). The Additional Knowledge and Review Module is designed to allow the probationary employee to complete scenario based skills as well as written assignments to prepare them for final testing and merit status employment. During this module the station officer is responsible for the completion and reporting of the IPPA including review and feedback portions as stated in article 59 and FCGO 07-18.

### **Testing Module (6)**

The probationary employee will return to the training academy for end of probation testing. The end of probation testing will consist of a PT test (IPE), written and practical testing for Fire and EMS. **The probationary employee will report to the academy in class 'C' uniform. (The probationary employees assigned station officer will be required to accompany the probationary employee to the training academy to participate in the probationary testing process).** If the station officer is off duty for any reason the test may be rescheduled by the Recruit Training Coordinators. This is to eliminate any misinterpreted material within the modules and prevent failures.

### **Requirements for successful completion of each Module**

In order for the probationary employee to successfully complete each module they are to meet all timelines set forth by the supervisor. The supervisor will complete a counseling report for each module on how the probationary employee performed for that module. This will be forwarded with the packet to the Battalion Chief. If the employee has any remarks or justifications to document for each module they are to complete an employee response form and submit it with their packet.

### **Journal Entries**

The probationary employee will be required to complete a journal entry each workday. The information that must be included is but not limited to: two (2) incidents or calls, observations, drills, lessons learned, Near-misses, or activities for that given day to include what you did for PT. The Journal must be kept in the station and readily available for review upon the Battalion Chief or Training Officers request. All information contained must not violate any HIPPA or FERPA act.

### **Requirements for successful completion of probation**

In order for the probationary employee to be recommended for full term merit system employment the probationary employee must complete the following skills and meet the following conditions.

Prior to completing probation and receiving merit status the probationary employee must:

- Obtain driver certification on a EMS unit. (\*\*It is recommended that the probationary employee start this process during the EMS Module - Period 2\*\*)
- Successfully complete probationary skills and written assignments.
- Pass probationary Fire / EMS written and practical exams.
- Complete the IPE within 11 minutes.
- And other skills and assignment as assigned by the Division Chief of Risk Reduction and Training and the Division Chief of Operations.

### **Physical Fitness Requirements**

One of the objectives of the probationary employee training program is to build a solid foundation of wellness. Once the probationary employee leaves the training academy they are still required and expected to maintain a certain level of fitness. When the probationary employee returns to the training academy they will be required to take and pass a final physical fitness evaluation. The current IPE program is listed below with a diagram to review and practice during the probation period. The timeframe to complete the course is 11 minutes.

#### **MCFRS Incumbent Performance Evaluation Program**

The Incumbent Performance Evaluation (IPE) is a self evaluation of an individual's ability to physically perform essential functions required in the occupation of fire fighting. The Montgomery County Fire and Rescue Service has developed an individual performance evaluation that protects the safety of the fire fighter and provides for the appropriate delivery of fire suppression and rescue services.

This program has been developed in conjunction with IAFF Local 1664 and Montgomery County Fire and Rescue management. The IPE program has been developed to initially provide individuals an opportunity to participate in a self-evaluation of their abilities to physically perform essential functions in the occupation of fire fighting and to gather data associated with these essential functions during the pilot period.

The IPE consists of 8 events designed to provide a self-evaluation of the incumbent's physical ability as a fire fighter to operate effectively on an incident scene.

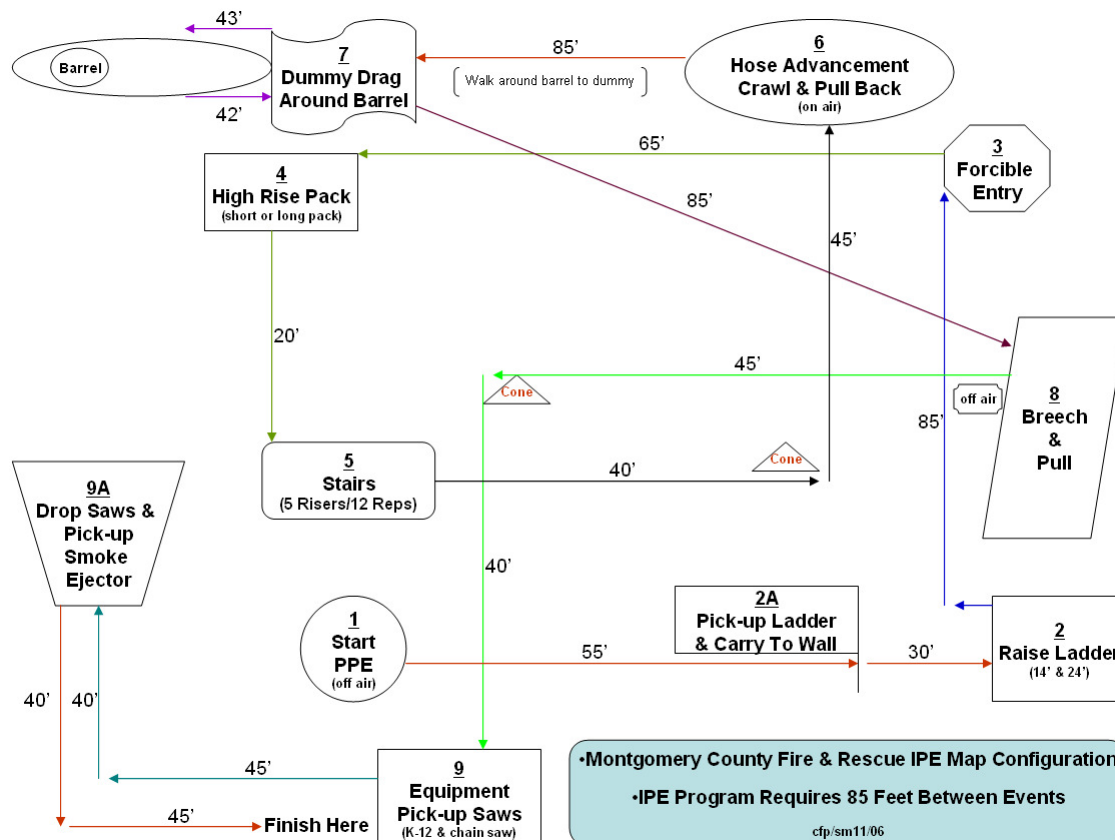
#### **IPE EVENTS:**

1. personal protective equipment
2. ladder carry, raise, extension event
3. forcible entry event
4. high rise pack event
5. hand line advancement event
6. victim rescue event
7. pike pole event

## 8. equipment event

There is a recovery period after completion of each event.

**Please view the MCFRS IPE video located on the DCQuiklinks page under the Wellness-Fitness Section link PRIOR to participating in the MCFRS IPE.**



**The probationary employees' probation will not be considered as "completed" until the probationary employee has taken and passed his/her fitness evaluation.**

It is also in the best interest of the employee to continue to build upon the levels of fitness that they have achieved up to this point. Listed below is a chart of acceptable standards and that are given to recruits ending their probationary year. This can be used as a guide to maintaining a level of physical fitness needed for your career. At any point you need assistance you are encouraged to seek help from a peer fitness instructor within the department.

<b><u>Fitness Component</u></b>	<b><u>70%</u></b>	<b><u>100%</u></b>
Push ups	30	>60
Curl ups	50	90
Pull ups	3	>12
Aerobic Capacity (1 ½ mile run)	12 minutes	<10:00 minutes
Flexibility ( <i>sit &amp; Reach</i> )	11 inches	>22 inches
Grip Strength >	84 pounds	124 pounds

### **EMS Unit Driver Requirement**

In order to successfully complete probation and become a merit status employee the probationary employee must complete all requirements to become an EMS unit Driver. The probationary employee has passed EVOC in the academy and will be required to fulfill remaining obligations set forth by policy and procedure 23-07AMII. All questions and test procedures will be directed and handled by the Driving Training Coordinator.